



LCE 2020
Grenoble

The 27th CIRP Conference on Life Cycle Engineering

13th -15th May, 2020 - Grenoble, France



Instructions for presenters (n° 1)

Contact: Ice2020@grenoble-inp.fr

Important dates

Video due by: **1 May 2020**

E-Conference: 13-15 May 2020

Feel of the conference

- It will be streamed through Youtube

- Research Paper Sessions
 - Live introduction by session chair
 - Playback of your video presentation
 - During playback: Live commenting in youtube comments
You are invited to join among the commenters and to reply to others' comments!
 - After video playback:
Question&Answer live via video or audio call.

Instructions for the presentation you have to deliver by May 1

- **What to prepare?**

- Presentation Duration: between **8:00 to 10:00 minutes** – Files longer than 10:00 minutes will not be accepted
- Your presentation has to be saved as a **.mp4 video file** – No other file format can be accepted
Here is a link leading to a video converter if needed : <https://cloudconvert.com/mov-to-mp4>
Do not send us a .ppt file with an audio in it, it will not be accepted
- **4:3 format preferred** (fits best to the stream screen layout)
- **Quality 720p** – Do not send us full HD, it will not be accepted

- **Presentation Template**

- Sent via mail to the corresponding authors (and download from <http://www.lce2020.fr>)

- **How to create the .mp4 file?**

The following slides are featuring a tutorial on how to record your presentation with Powerpoint Office 365. If you have an older version of PowerPoint, you can see instructions here : <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Windows>. However, as long as your final video follows the guidelines above, you are free to do it another way. You will find plenty of tutorials online.

Tutorial : How to record a presentation with PowerPoint

Plan

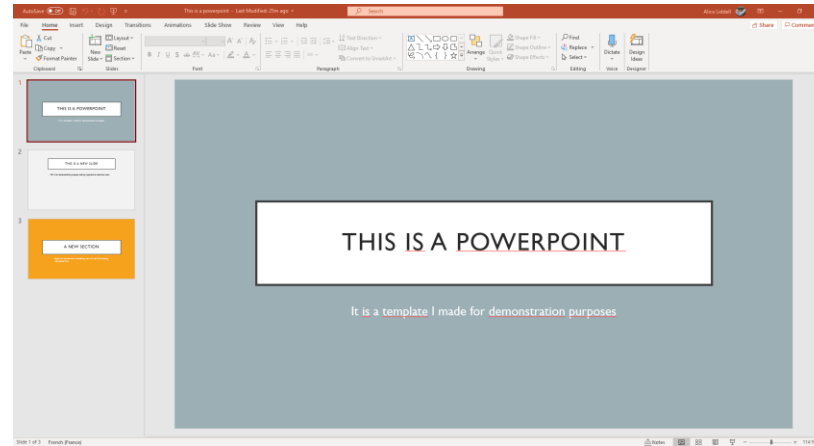
1. [Before you start recording](#)
2. [Basics of recording](#)
3. [Editing options](#)
4. [Saving your presentation](#)

1. Before you start recording

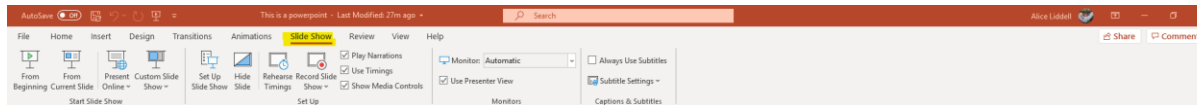
- **Test your microphone** to make sure the sound is in good quality, you can use a hand-free kit and plug it to your computer. You can also record the image using a webcam plugged to your computer if you wish.
- Also **make sure that nothing will come and parasite the sound**: tell your flat mate not to use a shredder and put your devices on full silent mode!
- We also recommend **preparing a script of what you will say** in your presentation in order not to forget anything. For the record, one text document page is approximatively 5 minutes of talking.

2. Basics of recording

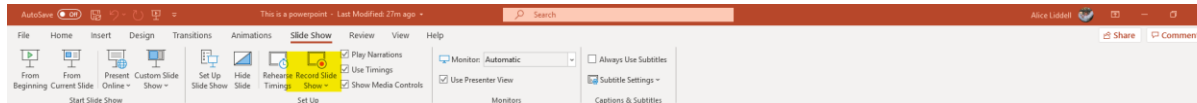
1. Open your PowerPoint presentation



2. Go to the « Slide Show » menu

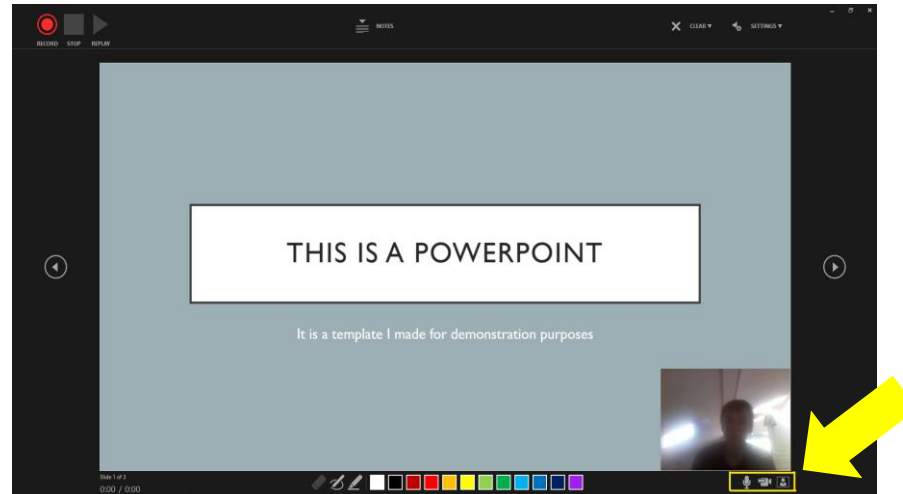


3. Make sure you are on the first slide of your PowerPoint and click "Record Slide Show"



2. Basics of recording

4. The recording interface will open. On the bottom right side, just below the preview you have three buttons (circled in yellow on the screenshot).



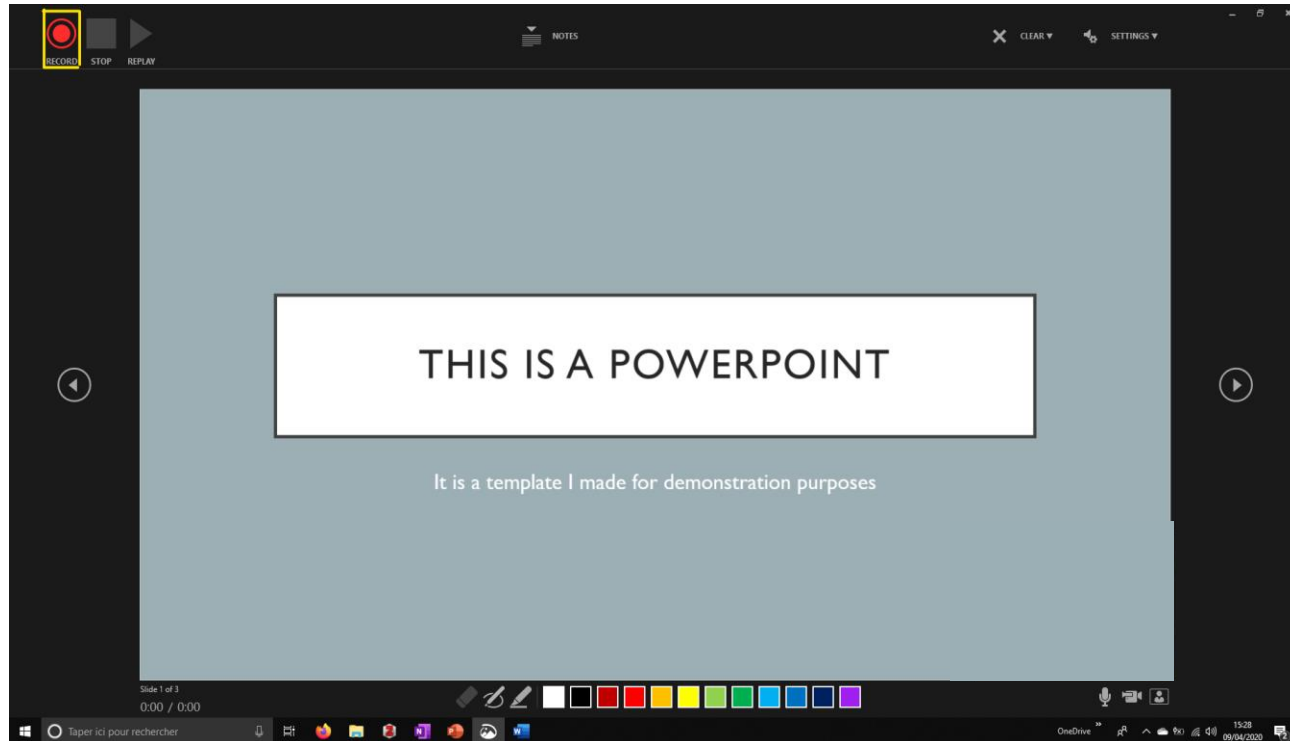
Three buttons let you decide between recording with the camera or just with audio



This second button lets you cut the video recording: **deactivate it**

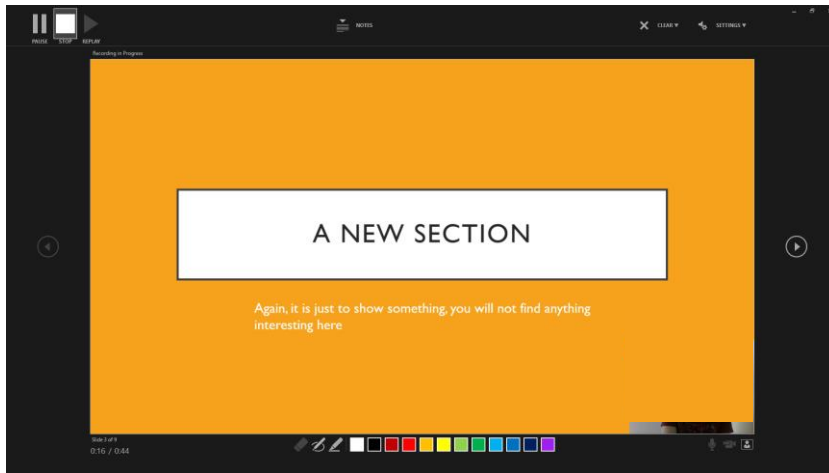
2. Basics of recording

5. Once your video is deactivated and you are ready, hit the record button and simply deliver your presentation.

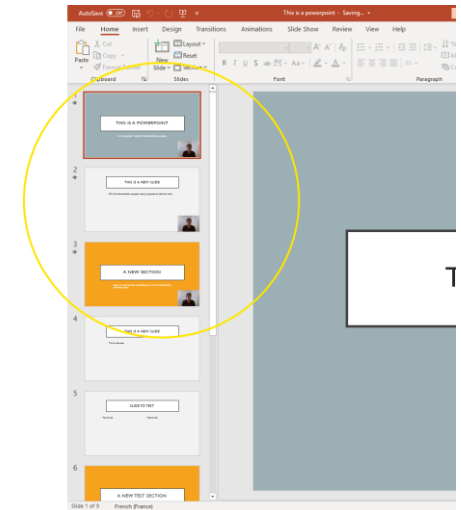


3. Editing options

6. You don't have to record all your presentation in one take. If you want, you can hit the "Stop" button at the top left of the recording interface.

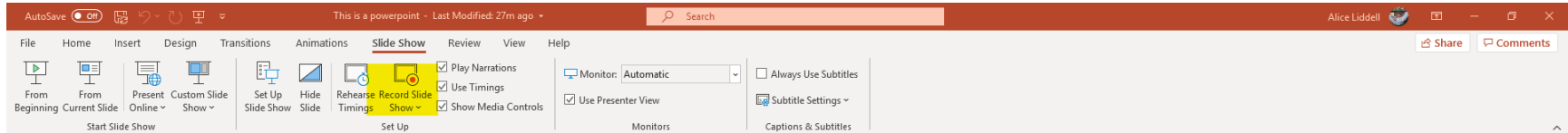


7. Once you've done it, you can close the recording interface by simply clicking on the closing cross on the top right. You will come back to the PowerPoint editing interface and see your recordings. If you wish, you can even save your PowerPoint and close it, the recording will still be there the next time you open it.

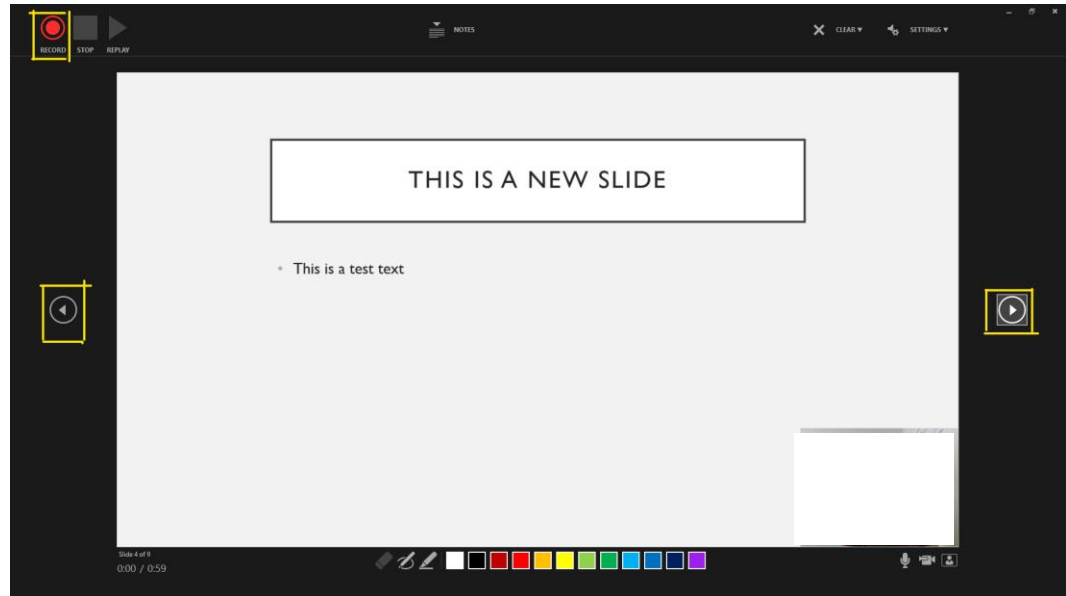


3. Editing options

- To start recording the rest of your presentation, go again in the “Slide Show” menu and again click “Record Slide Show”.

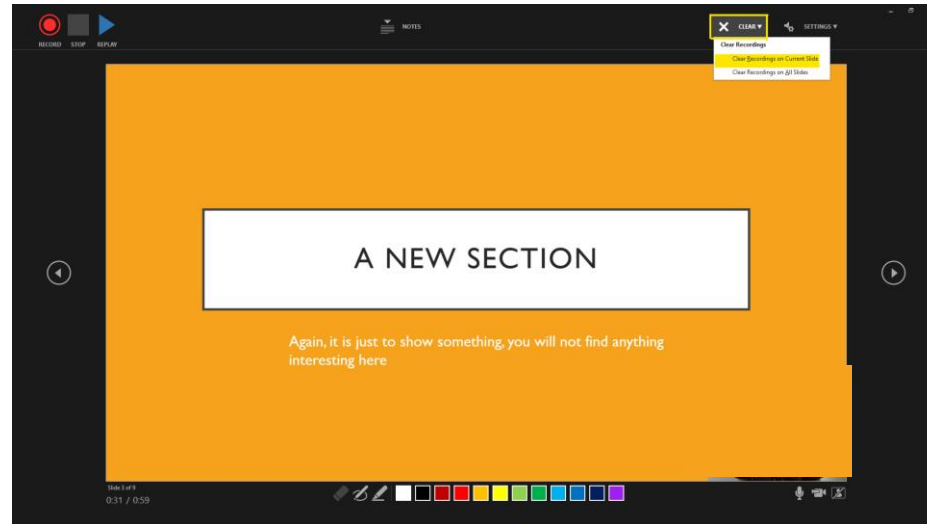


- Once in the recording interface, place yourself on the slide you want to start from by using the arrows on the left and right sides of the preview screen, then hit record to start recording from the selected slide.

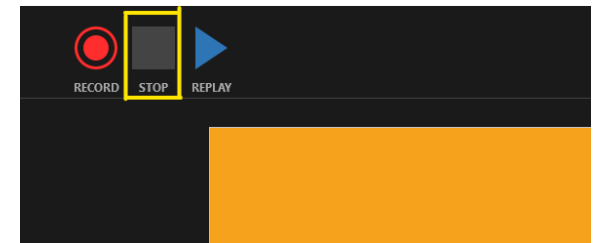
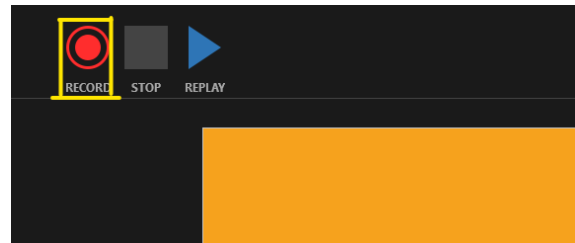


3. Editing options

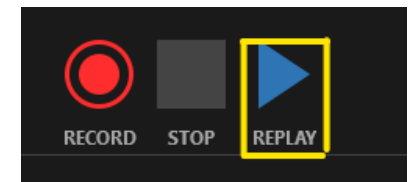
10. If you want to change your recording only for one slide: place yourself on the desired slide using the arrows (see screenshot above), then select the “Clear” menu in the top right of your screen and click “Clear Recordings on Current Slide”.



11. Once it is done, you can make a new recording for this slide by clicking “Record” to start. Don’t forget to click on “Stop” once you’re done to save your work!

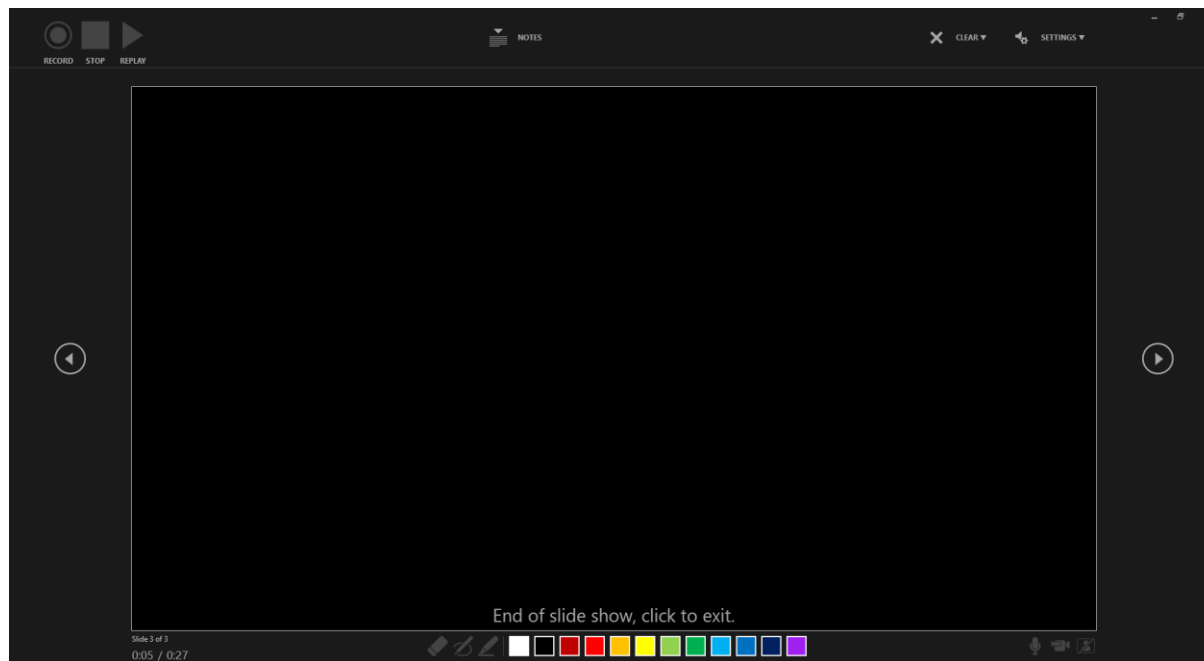


12. You can always click on the “Replay” button to see what you’ve recorded. Don’t forget to place yourself on the slide you wish to start the replay from before by using the arrows!



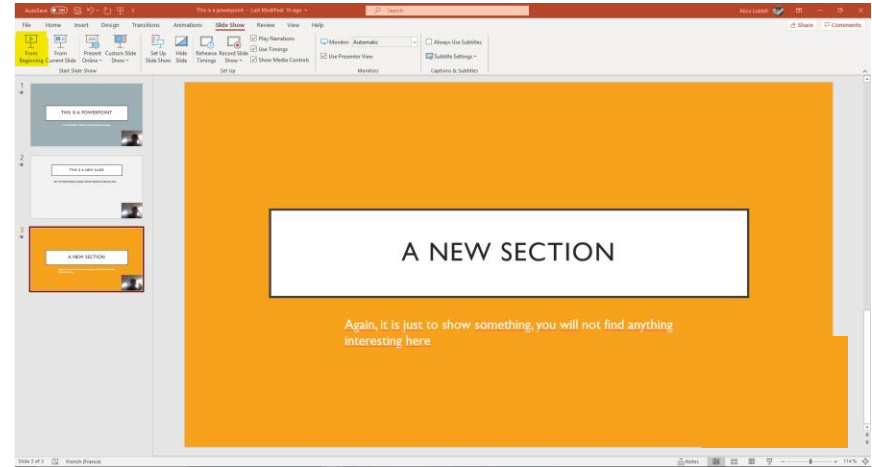
3. Editing options

13. Once you've passed the last slide of your presentation, the recording will automatically stop and you will be shown a black screen with written "end of slide show, click to exit": do not worry, it is safe to click, you will not lose your recording.

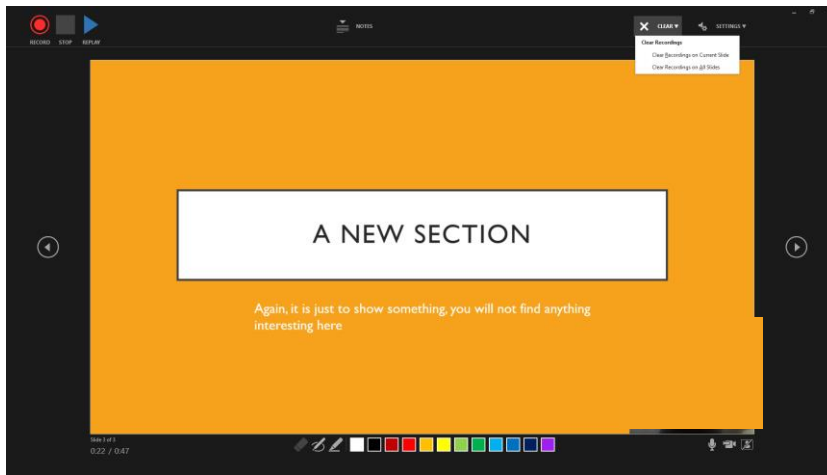


3. Editing options

14. When you click to exit, you will automatically leave the recording interface. If you want to check if everything is all right with your recording, you just have to press the “From Beginning” button (you will find it in the “Slide Show” menu)

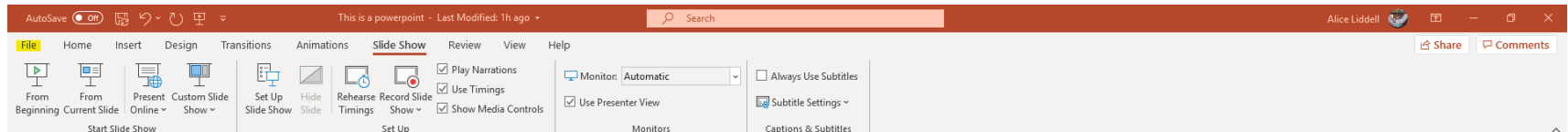


15. If you are not satisfied with your first take and want to do another one, repeat steps 3 to 7, BUT don't forget to clear the current recording BEFORE STARTING A NEW ONE. In order to do so, click on the “Clear” button in the recording interface and then click “Clear recordings on all slides”

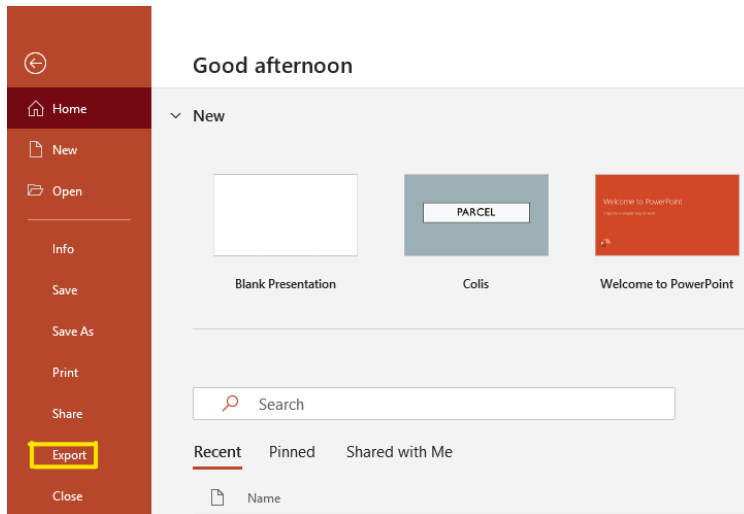


4. Saving your presentation

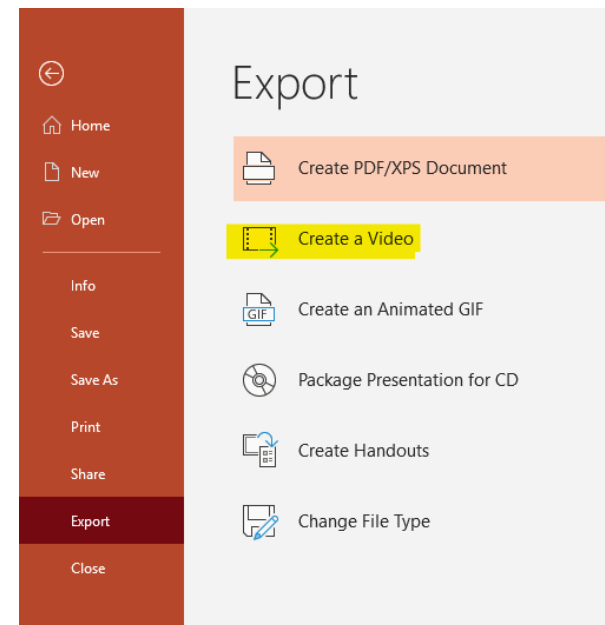
16. Once you are satisfied with your presentation, you need to save it as a video. In order to do so, go in the “File” menu on the top left of your screen



17. Click on “Export”



18. Then on “Create a video”



4. Saving your presentation

19. Select “HD (720p)” and “Use recorded Timings and Narrations”, then click on “Create Video”

This is a powerpoint - Last Modified: 1h ago

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

HD (720p)
Medium file size and moderate quality (1280 x 720)

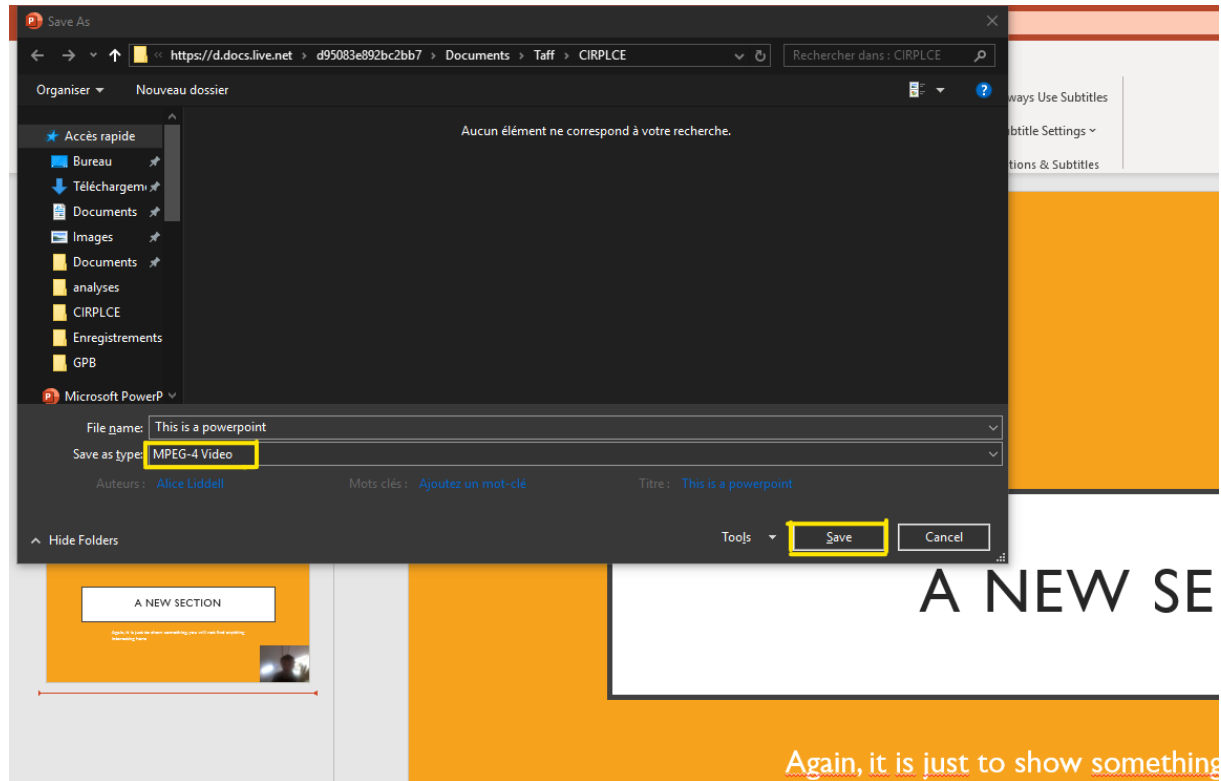
Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide: 05,00

Create Video

4. Saving your presentation

20. Check that the file format is MPEG-4 and click on the “Save” button. Your file will be saved as a .mp4 video file. It will take a little bit of time, don’t worry.



21. Your video is done and ready to be sent!